

## **EDITED TASK LISTING**

### **CLASS: Senior Special Agent, Department of Corrections**

*NOTE: Each position within this classification may perform some or all of these tasks.*

1.	Conducts complex and sensitive criminal and/or administrative investigations in either a regional field office or as part of the headquarters investigation team to support criminal or administrative actions utilizing law enforcement methodology (e.g. interview/interrogation techniques, arrest techniques, laws of search and seizure, use of firearms and less lethal weapons, computers, surveillance techniques and equipment, evidence collection and disposition, etc.) as needed or directed.
2.	Conducts investigations of criminal activity and/or misconduct by departmental employees, inmates, parolees and non-employees of the California Department of Corrections to ensure the safety and security of Departmental facilities and/or interdict criminal activities utilizing law enforcement methodology (e.g. interview/interrogation techniques, arrest techniques, laws of search and seizure, use of firearms and less lethal weapons, computers, surveillance techniques and equipment, evidence collection and disposition, etc.) as needed or directed.
3.	Plan, coordinate, and participate in enforcement actions involving administrative and/or criminal subjects utilizing undercover operations, surveillance (electronic, covert, stationary, mobile, and aerial) and law enforcement methodology to obtain evidence for criminal and/or administrative adjudication as needed or directed.
4.	Works with other law enforcement agencies in multi-jurisdictional investigations resulting in criminal and/or administrative adjudication utilizing law enforcement methodology as needed or directed.
5.	Liaison with the criminal justice system at the local, State and federal level for the preparation of cases for criminal prosecution as needed or directed.
6.	Provides evidentiary and expert testimony in local, State and federal courts as needed or directed.
7.	Gather, analyze and disseminate intelligence data to CDC for departmental safety and security and to other entities for investigatory or prosecutorial purposes utilizing written, verbal or electronic information as needed or directed.
8.	Provides training and technical assistance in the latest techniques of enforcement and investigation to departmental, local, State and federal law enforcement agencies and other entities by utilizing written, verbal or electronic methodology, etc. as needed or directed.
9.	Provide threat assessment and protective services to Departmental staff by utilizing law enforcement methodology as needed or directed.
10.	Acts in the absence of the Special Agent in Charge to ensure the continued efficient operation of the unit using various resources (e.g. personal experience, knowledge, other staff, etc.) as directed.
11.	General supervisory duties including office and workload management, personnel management, budget and business services practices and training as needed or directed.

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<b>12.</b>	Coordinates and directs staff in criminal and administrative investigations including case management, service of legal documents, arrests and prosecution, and general operational oversight to ensure compliance with legal and regulatory guidelines, and ensuring the safety of the department and the public utilizing effective management and supervisory skills as needed.